

NEW JERSEY DEPARTMENT OF EDUCATION

WHOLE SCHOOL REFORM

IMPLEMENTATION PLAN
FOR ELEMENTARY AND SECONDARY SCHOOLS

INSTRUCTIONS AND FORMS

WHOLE SCHOOL REFORM IMPLEMENTATION PLAN

A. INSTRUCTIONS AND SUBMISSION CHECKLIST FOR WSR IMPLEMENTATION PLAN

Complete the attached forms in their entirety using additional pages where necessary. All programmatic information included should reflect a one-year planning period. Each school will still be required to complete an annual school-based budget for review and approval.

Use this checklist to ensure that the content of your WSR Implementation Plan submission package is complete. Submission of all plan pages is required on an annual basis. An incomplete submission may delay approval of your plan. A complete copy of the instructions and forms will be located on the NJDOE Web site at <http://www.state.nj.us/njded/abbotts/> in the near future. Until such time as these instructions and forms are available on the NJDOE website, the School Review Improvement Team member assigned to your district or school will provide you with a diskette with this information.

A feature has been built in to assist you in tracking the date of each draft during the preparation process. In the header at the top of the page for each form, the date appears. This date will automatically change every time the document is accessed, thereby keeping track of updated revisions.

- _____ Title Page (Form B)
- _____ Assurances and Certification
- _____ WSR Program Description (Form C)
- _____ Participants in Submission Development (Form D)
- _____ Activity Description and Plan (Form E)
- _____ Evaluation Plan (Form F)
- _____ Technology Plan

PARTICULARIZED NEEDS REQUEST INCLUDED _____ Particularized need(s) included

Specify

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B. WSR IMPLEMENTATION PLAN TITLE PAGE

WSR MODEL:	CURRENT DATE:	REGION: __North __Central __South	COHORT: __1 ST __2 ND __mid-yr. 2 nd __3 rd __mid yr.3 rd
COUNTY:	COUNTY CODE:	SCHOOL: SCHOOL CODE:	APPROVED TITLE I SCHOOLWIDE: ____Yes ____No
DISTRICT:	DISTRICT CODE:	SCHOOL ADDRESS—CITY, STATE, ZIP	SCHOOL PRINCIPAL:
DISTRICT ADDRESS—CITY, STATE, ZIP		TOTAL SCHOOL-BASED BUDGET FUNDS:	PRINCIPAL PHONE:
DISTRICT CONTACT:		DISTRICT BUSINESS ADMINISTRATOR NAME:	PRINCIPAL FAX:
DISTRICT CONTACT PHONE:			PRINCIPAL E-MAIL:
DISTRICT CONTACT FAX:		DISTRICT BUSINESS ADMINISTRATOR PHONE/FAX:	# of Students Enrolled in School:
DISTRICT CONTACT EMAIL:		GRADE SPAN OF SCHOOL: Grades ____ - ____ Elementary____ Middle _____ High School _____	

ASSURANCES

To the best of my knowledge and belief, the information contained in the WSR Implementation Plan and School Based Budget is true and correct. I further certify that I have reviewed and submitted comments to the School Management Team regarding the WSR Implementation Plan and School-Based budget. The following are attached: Assurances, WSR Program Description, Participants in Application Development Form, Activity Plan, Evaluation Plan, Budget Summary, Budget Workpapers, Technology Plan, and Accountability Plan.

Signature of School Principal & Date:	Signature of WSR School Facilitator & Date:
Signature of Chief School Administrator & Date:	Signature of Business Administrator & Date:

The WSR Implementation Plan and School-Based Budget has been duly authorized by the SMT of the _____ School. We have included the copies of the WSR Implementation Plan and School-Based Budget as required.

Signature of SMT Chair:	SMT Chair Address:	SMT Chair Phone:	Fax:
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Due Date: On or Before December 1st

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C. PROGRAM DESCRIPTION

District:	School:
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Answer each question to provide a description of your program. Describe all negative responses, providing detailed information. Ensure that all affirmative responses have supporting documentation that can be reviewed upon request.

Program Element	Response	If not, describe reason in detail
1. Were the key issues identified through the completion of your needs assessment used to develop the WSR Implementation Plan?	Y N NA	
2. Do you plan to continue all the programs or services identified from the previous year?	Y N NA	
3. Is the reallocation of fiscal and staff resources by the SMT supported by data?	Y N NA	
4. Are the identified particularized needs supported by data?	Y N NA	
5. Have all barriers been overcome to effectively implement your proposed plan?	Y N NA	
6. Will all elements of the selected WSR model from the previous year be implemented?	Y N NA	
7. Will the class size be at 1:21 for Grades K-3, 1:23 for Grades 4-8 and 1:24 for Grades 9-12 by September 1, 2002?	Y N NA	
8. Does your WSR Implementation Timeline describe a plan for full implementation of WSR within three years?	Y N NA	
9. Has the school established strategies to increase graduation and attendance rates and decrease drop-out rates?	Y N NA	
10. Has the school addressed the functions and responsibilities associated with health and social services, dropout prevention, library/media specialist and the technology coordinator?	Y N NA	
11. Does the school have a mechanism to identify and refer students requiring an alternative education program?	Y N NA	
12. Does the school have a mechanism for determining the successful completion of established goals and objectives?	Y N NA	

Do you plan to request any waivers this year? If yes, explain.

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D. PARTICIPANTS IN THE SUBMISSION DEVELOPMENT

District:	School:
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The following School Management Team members and other stakeholders participated in the development of the WSR Implementation Plan & Budget (if applicable):

[illegible]

WHOLE SCHOOL REFORM IMPLEMENTATION PLAN

E. ACTIVITY PLAN

INSTRUCTIONS:

Based on the results of your needs assessment and the analysis of data, develop goals and objectives supported by data to complete the activity plan. For each WSR element, indicate one or more goals and any associated objectives to accomplish each goal that your school will complete for a one-year reporting period. Each objective should be measurable. It should identify the entity (person or persons) that will be responsible for its completion and the timeline for completion. In the appropriate column indicate if each objective will have a financial impact on the school-based budget.

Use the following prompts to guide the development of the goals and objectives for each WSR element. NOTE: Only secondary schools will respond to "Alternative Education Program" and School-to-Career" areas.

WSR Element 1: IMPROVED STUDENT PERFORMANCE & WSR Element 2: RESEARCH-BASED PROGRAM

a) Indicate how the elements of the Whole School Reform model that you are using will improve student performance. b) Include any supplementary programs that you are using to help students achieve the CCCS. c) How will you evaluate if you are making adequate yearly progress towards meeting the CCCS? d) For high schools, include activities designed to ensure that an effective combination of research-based strategies (based on an established needs assessment) is incorporated into the WSR model or alternative program design.

WSR Element 3: SCHOOL-BASED LEADERSHIP AND DECISION-MAKING

a) Is your SMT in compliance with the regulations set forth in the Abbott code? If not, describe your plan to meet these regulations. b) Will your SMT participate in the budgeting and personnel processes? c) How will your SMT work collaboratively with the district office on all appropriate WSR efforts. d) How will decision making occur at your school?

WSR Element 4: INTEGRATION AND ALIGNMENT OF SCHOOL FUNCTIONS

a) Describe how you will reallocate resources (i.e., personnel, classroom space, programs, fiscal resources, equipment) to further integrate and align school functions. b) How will the educational needs of children requiring special education, Title I and bilingual services be met? c) How are children effectively transitioned from early childhood programs to kindergarten? d) How are students in 8th grade transitioned into high school?

WSR Element 5: EDUCATIONAL TECHNOLOGY (attach your school's education technology plan)

a) How will the goals of the education technology plan be integrated into the curriculum?

WSR Element 6: PROFESSIONAL DEVELOPMENT

a) What professional development opportunities are planned for teachers and school administrators to support student achievement through your chosen model? Differentiate between district training (*code: D*) and school level training (*code: S*). b) What professional development opportunities, that are *not* model specific, are planned to support student achievement? Differentiate between district training (*code: D*) and school level training (*code: S*). c) What training opportunities are planned for parents and community members? d) How will you evaluate your progress?

WSR Element 7: SAFE SCHOOL ENVIRONMENT CONDUCTIVE TO LEARNING

a) How is the security plan for your school implemented? (i.e., security guards, cameras, alarm systems, etc.) b) How will your school supplement internal security (programs such as conflict resolution, peer mediation, etc.).

WSR Element 8: STUDENT AND FAMILY SERVICES & COORDINATION OF RESOURCES

a) How will the referral mechanism ensure the provision of student and family services?

WSR Element 9: REWARD SYSTEM

a) How will the reward system for administrators, parents and teachers who have helped students achieve the Core Curriculum Content Standards be implemented?

WSR RPSS Area: (for Secondary Schools Only) Alternative Education Program

a) What strategy will be used to identify students requiring alternative education? b) How is this learning environment effective and nontraditional? c) How will the program meet the needs of the students? d) Is this program specific to the secondary school or is it a district-wide program? e) How will the alternative education program support the dropout prevention and health and social services delivery? f) How will you evaluate your progress?

WSR RPSS Area: (for Secondary Schools Only) School-To-Career

a) How will the school-to-career program provide a progression of programs and activities that promote high standards of academic and contextual learning, expand opportunities for all young people, and expose them to a broad array of career possibilities? b) How will the school address the three key elements of school to career (school-based learning, structured learning experiences and connecting activities)? c) How will you evaluate your progress?

**WHOLE SCHOOL REFORM IMPLEMENTATION PLAN
 E. ACTIVITY PLAN**

District:			School		
WSR ELEMENT/ RPSS AREA	GOAL	OBJECTIVE	ACTIVITY List only those activities for each objective with budget implications	Responsible Entity	Timeline for Completion
1 & 2. IMPROVED STUDENT PERFORMANCE/WSR RESEARCH-BASED PROGRAM					
3. SCHOOL-BASED LEADERSHIP AND DECISION-MAKING					
4. INTEGRATION AND ALIGNMENT OF SCHOOL FUNCTIONS					
5: EDUCATIONAL TECHNOLOGY (also RPSS)					
6: PROFESSIONAL DEVELOPMENT (also RPSS)					
7: SAFE SCHOOL ENVIRONMENT CONDUCTIVE TO LEARNING (also RPSS)					
8: STUDENT AND FAMILY SERVICES & COORDINATION OF RESOURCES (also RPSS)					
9: REWARD SYSTEM					
(RPSS) ALTERNATIVE EDUCATION PROGRAM					
(RPSS) SCHOOL TO CAREER					

Plan Period _____ to _____

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F. EVALUATION PLAN

District:	School:
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Identify the criteria that will indicate successful completion of each goal and objective. Describe the methods that will be used to evaluate (1) implementation progress (formative) and (2) outcomes (summative). Evaluation of implementation progress should determine to what degree the activities described in the plan have been undertaken (are they happening?). Evaluation of outcomes should determine effects on student achievement (is it working?).

Describe what measures will be used, who will develop and conduct the evaluation, when and how often the evaluation will occur, and how results will be used.